BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Travel and Tourism Pearson BTEC Level 3 International Foundation Diploma in Travel and Tourism Pearson BTEC Level 3 International Diploma in Travel and Tourism Pearson BTEC Level 3 International Extended Diploma in Travel and Tourism
Unit number and title	Unit 13: Work Experience in Travel and Tourism
Learning aim	B: Carry out work experience in an appropriate and safe manner
Assignment title	Travel and Tourism Work Experience
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	As part of your Pearson BTEC Level 3 National programme you will complete 40 hours of appropriate work experience. You will be observed as you carry out tasks and activities and interact with staff and/or customers.

Task 1	You will participate in work experience in an appropriate and safe manner, building up a portfolio and keeping a structured daily log or diary during your work placement, reflecting on opportunities to develop your skills, and gaining regular feedback on your performance from others. This must include: ● A profile of the organisation, its structure and staff responsibilities ● Your role in the work experience showing your understanding of expectations and limitations related to the role. ● Evidence of tasks and activities carried out in the workplace, explaining how you have: o Carried out tasks and activities fully and correctly to meet set objectives or goals according to your own responsibilities and following the organisation's procedures o Followed relevant health, safety and security responsibilities and procedures.

	● Evidence of how you have selected and demonstrated appropriate work-related skills and behaviours proficiently in defined situations, showing how you have: o managed your time effectively, prioritising activities as required o used appropriate skills and methods of communication, adapting to different situations to achieve desired outcomes o responded effectively to communication from others o worked confidently with colleagues, using your initiative to complete tasks proficiently o adapted to different situations, making valid, justified judgements relating to risk and limitations o proactively gained feedback and reviewed the success of your skills and behaviours in relation to specific work experience tasks and activities o created opportunities for personal development.
Checklist of evidence required	Work placement log or diary – this can be paper-based, electronic, online blog or vlog. Portfolio of evidence Records of Activity including Observation Records and Witness Statements

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
13/B.P3	Demonstrate work-related skills to meet set objectives for work experience tasks.
13/B.P4	Produce a logbook to record the tasks and activities carried out in the workplace to meet set objectives.
13/B.M2	Demonstrate work-related skills with confidence and proficiency to meet objectives in different situations
13/B.D2	Demonstrate work-related skills proficiently, taking the initiative to carry out activities according to own responsibilities and the setting's procedures and selecting appropriate skills for different situations.

Sources of information to support you with this Assignment	These will depend on the setting for your work placement. They may include: Company information and/or organisation chart Report and Accounts Induction materials for new staff Health and Safety procedures Customer Service policy and procedures Procedures for reporting absence and late arrival **Text books**

	Douglas, A and O'Neill, S – The Essential Work Experience Handbook, 3rd edition (Gill & Macmillan Ltd, 2010) ISBN 9780717147595. Fanthorne, C – Work Placements - A Survival Guide for Students (Palgrave Macmillan, 2004) ISBN 9781403934345. Dale, G. (2018) *Pearson BTEC National Travel and Tourism Student Book.* Harlow: Pearson Midwinter, D and Whatmore, T - Positive Placements: Making the Most of Your Educational Placement (Continuum, 2011) ISBN 9781441195425 **Websites** www.barclayslifeskills.com www.my-work-experience.com Websites and company information from travel and tourism organisations in your area
Other assessment materials attached to this Assignment Brief	N/A

Note to assessor:

Task 1	Assessors may provide learners with a suggested format for their log. Evidence will be supported by appropriate Records of Activity In the form of Observation Records and Witness Statements